

4.5 CHECKING AND CORRECTIVE ACTION

4.5.4 ENVIRONMENTAL MANAGEMENT SYSTEM AUDIT

Auditor Name and Date:_____

Organization and Department Audited:_____

Personnel Interviewed:_____

STANDARD REQUIREMENTS

4.5.4 The organization shall establish and maintain (a) program(s) and procedures for periodic environmental management system audits to be carried out in order to...

Conforms (Y/N)

...determine whether or not the environmental management system conforms to planned arrangements for environmental management, including the requirements of this International Standard;	
...determine whether or not the environmental management system has been properly implemented and maintained;	
...provide information on the results of the audit to management;	
...base the audit program on the environmental importance of the activity concerned and the results of previous audits.	

NOTES:

OVERALL CONFORMANCE: YES NO

4.5.4 Environmental Management System Audit: Supplemental Questions by Function		
<i>DEPUTY DIRECTOR</i>		OBJECTIVE EVIDENCE
a.	Have you been provided with the results of previous audits?	
b.	In what form have these results been provided? May I see them?	
c.		

<i>EMS REPRESENTATIVE</i>		OBJECTIVE EVIDENCE
a.	What procedures are in place to perform periodic audits?	
b.	What criterion determines the frequency of the audits?	
c.	Does the audit procedure detail responsibilities and requirements for conducting audits and reporting the results?	
d.	Have past audits been conducted in accordance with the schedule?	
e.	Do you have records for the training received by the EMS auditors? May I see them?	
f.	To whom are the audit results communicated?	
g.	Do the audit procedures within your EMS cover the audit's scope and methodologies?	
h.		

<i>SENIOR STAFF</i>		OBJECTIVE EVIDENCE
a.		
b.		

4.5.4 Environmental Management System Audit: Supplemental Questions by Function (cont.)		
<i>DIVISION PERSONNEL</i>		OBJECTIVE EVIDENCE
a.		
b.		

NOTES:

DOCUMENTS:

- ☐ EMS audit procedure. Verify that it contains:
 - audit scope
 - frequency
 - methodologies
 - responsibilities
 - requirements for conducting audits and reporting results
- ☐ EMS audit plans, including interview list.
- ☐ EMS audit reports and findings.
- ☐ Reports to management on audit results.
- ☐ Schedules.
- ☐ Audit protocol.

EMS LINKS:

- Nonconformance and Corrective and Preventive Action
- Training, Awareness, and Competence
- Records
- Management Review